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Mr. [redacted]

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Director of Training 11 September 1953

Deputy Director of Training (General)

TRG Weekly Summary Report

1. The Office of Training has developed a form and procedure in order to provide information on a monthly basis with respect to the comparison of external training requirements submitted by the various offices of the Agency for FY 1954 and the external training requests approved in the month against those requirements. The average unit cost of each category of external training has been established and is the basis for computing the amount of money budgeted by the Office of Training for each office for each category of training. The actual cost of each approved training request, when subtracted from the budget figure, provides a current amount of the money balance left for each office for each category of training and in aggregate.

2. The Office of Training has been offered one slot for the participation of Agency personnel in the 12 week Technical Intelligence Officers' Course conducted at the Aberdeen Proving Ground, beginning 6 November. OSI, as the most interested office has been contacted to nominate a candidate. It is planned to evaluate the course for Agency purposes through the person selected to attend and, given Agency demand for this kind of training, to request a continuing quota for the course conducted 4 times yearly. The Office of Training is also investigating other such courses with a view to possible participation of Agency personnel.

3. The Agency has received quotas for participation in Air University Courses for 1954, one slot in the Field Officers Class and one slot in each of the two Intelligence Staff Officers Course to be conducted this year.

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4. Mr. [redacted] of the Logistics Office has been selected to attend the 3 month Advanced Management Program at Harvard University, beginning 11 September 1953.

5. The BIC #13 began on 8 September with 54 trainees enrolled. The following Agency offices were represented: OCD, 15; ORR, 12; O/O, 13; OSI, 4; OCI, 1; JOT's, 7. Also attending this course are a Captain from the Directorate of Air Intelligence and an Ensign from the Office of Naval Intelligence.

6. The Reading Improvement Branch of the Intelligence Training Division currently has 108 trainees enrolled in 6 courses.

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7. Fifty-two persons are currently enrolled in required clerical training courses prior to placement in the Agency.

8. The Indoctrination Program held on Thursday, 10 September was attended by 47 persons, including the Training Liaison Officer of O/O.

9. On 16 September the Chief of the Orientation and Briefing Division will give a presentation on "The Mission of the CIA and its Relation to Policy" at the Psychological Warfare School, Fort Bragg, North Carolina.

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cc: TRG Staff and Division Chiefs

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